

CITY OPERATING PROCEDURE COP 238

ENERGY AND ENVIRONMENTAL POLICY

November 6, 1996

Policy/Procedure Reference

Resolution No. 2847, Cities for Climate Protection Campaign
Pollution Prevention Act of 1990
City Operating Procedure 204, Automobile & Vehicle Policy
City Operating Procedure 210, Hazard Communication Program
City Operating Procedure 240, Environmental Compliance

Policy/Procedure Purpose or Objective

The purpose of this policy is to formalize the City's commitment to environmental excellence, and to direct the implementation of initiatives, programs, and processes, to promote this policy within the organization.

Policy/Procedure Statement

The City of Overland Park is committed to the preservation of the environment. In a world of limited resources, the protection and enhancement of the environment is among the City's highest priorities. The challenge is to fulfill this commitment while maintaining and delivering the highest level of service to the citizens and businesses we serve.

The City shall participate in local, regional, and national energy and environmental programs and partnership opportunities and provide a leadership role in these initiatives to maximize the City's environmental and energy efforts. Partnership opportunities may include the Cities for Climate Protection Program, the Environmental Protection Agency (EPA), Green Lights and Energy Star Building Programs, Mid-America Regional Council (MARC), and local governments and businesses.

It is important for each department and operation to commit to continuous environmental improvement in its planning and operations. Management and employees need to fully consider the effects that decisions and actions will have on the environment including, but not limited to, waste generation, treatment, and disposal as well as the efficient use of energy and other resources. The City of Overland Park Energy and Environmental Policy applies to all ongoing programs and processes within each facility and operation, as well as to all new projects and initiatives.

Goals and objectives shall be established and quantified according to the potential contribution by each department or operation to the overall targets and priorities which are established by this policy. The methodology for goal setting and the quantification of goals shall be determined by collaborative sessions between the Energy and Environment Management Team(EEMT) and the respective department.

Energy and Environmental Priorities and Targets

The City's energy and environmental efforts shall be guided by the concept of the Three R's: Reduce, Reuse, and Recycle. The Three R's follow a hierarchy order of:

- Reduce or prevent usage, including energy efficiency and waste and emissions minimization at the source.
- Reuse materials and other products whenever feasible.
- Recycle material in an environmentally acceptable manner.

It shall be the policy of the City to purchase products that: (1) are made from recycled materials, (2) can be recycled, and (3) have a minimum amount of packaging. A purchase preference will be given to products manufactured with post-consumer recycled materials. The full product life cycle shall be considered in the procurement decision. The preference shall apply only to products which perform to program and operational requirements.

The following general energy and environmental priorities and targets are established for the City operations as a whole. These standards provide the basis for the development of specific departmental goals, objectives, and action plans as directed by this policy.

1. Energy Efficiency: Reduce energy usage in City buildings, facilities, and fleet operations by 10 percent by the year 2000.
2. Waste Reduction: Reduce the quantity of City-generated solid waste landfilled by 25 percent by the year 2000.
3. Alternate Fuel Vehicles: As technology advances and more efficient and effective alternate fuels become available, explore and test alternate fuel opportunities for use in City operations. Actively pursue implementation of alternate fuel opportunities when cost, performance, and emission factors warrant.
4. Water Usage Reduction: Reduce the usage of potable water by 5 percent by the year 2000.
5. Hazardous Waste Minimization: Purchase products which produce hazardous waste only when acceptable "environmental friendly" alternatives are not available or practical.

These priorities and targets shall serve as a primary guide to the development of the departmental goals, objectives, and action plans. Efforts and initiatives outside the core focus are also encouraged to the extent that an energy or environmental benefit can be demonstrated.

It is recognized that some departments have a greater potential impact on attainment of the overall City energy and environmental targets. Attainment of environmental excellence will be determined, however, by the collective effort and initiative of all departments and employees. The sum of our individual and departmental action equals the City's total commitment to environmental excellence. This policy must be emphasized and promoted at all levels of the organization.

Following is a more detailed outline of responsibilities and roles in the implementation of the City's energy and environmental program.

Energy and Environment Management Team (EEMT)

The EEMT is responsible for:

1. Serving as a resource to operating departments in the preparation of energy and environmental objectives and action plans and on other energy and environmental issues.
2. Coordinating and guiding the City's energy and environmental program.
3. Serving as an education and training resource to assist departments.
4. Collecting energy consumption data, including electricity, gas, water, and vehicle fuel usage. Baseline and benchmark information shall be developed to quantify progress and results.
5. Preparing and periodically distributing energy usage reports based on the data collected.
6. Periodic assessment to determine and document progress.

Department Director Responsibility

Department Directors are responsible for:

1. Preparing departmental objectives and action plans focused on the overall City energy and environmental goals. The EEMT will be available as a resource to assist in the development of the departmental objectives and action plans.
2. Assuring implementation of the action plans and accomplishment of the objectives as established.

3. Communicating and emphasizing the importance of energy conservation and environmental awareness in **all** departmental operations.
4. Working with the EEMT and other departments to coordinate and demonstrate unity of direction for the City's energy and environmental program.
5. Providing assistance and support to the EEMT in the collection of energy and environmental data and information.

Employee Responsibility

Employees are responsible for:

1. Actively pursuing the energy and environmental objectives and action plans developed by the their department.
2. Considering energy and environmental factors in their daily work activities.

Definitions and Terms

Solid Waste: The term solid waste refers to nonproduct output of processes, discarded products, and other unwanted materials. Solid waste is most typically disposed of through collection and landfilling.

Recycling: Recycling is the using, reusing, or reclaiming of materials/waste, including processes that regenerate a material or recover a usable product. The use of post-consumer recycled materials in the manufacture of products is typically viewed as the most acceptable recycling process since it closes the recycling loop.

Post-Consumer Recycled Material: Post-consumer material means those products generated by a business or consumer which have served their intended end use and which have been separated or diverted from solid waste for reuse.

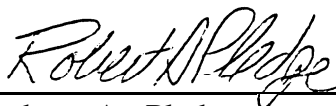
Waste Minimization: Waste minimization is source reduction. The following types of recycling are typically viewed as waste minimization: (1) beneficial use/reuse and (2) reclamation. Waste minimization does not generally include recycling activities involving disposal and burning for energy recovery.

Waste Reduction: This term has been used by many agencies to mean source reduction and/or waste minimization. For our purpose, any practice which minimizes waste at the source (generally procurement) or at disposal (recycling or other landfill diversion) can be considered waste reduction.

Application/Implementation


This policy shall apply to employees at every echelon of the organization, including part-time, seasonal, contract, full-time regular and part-time regular employees. Department Directors are responsible for the implementation of this policy.

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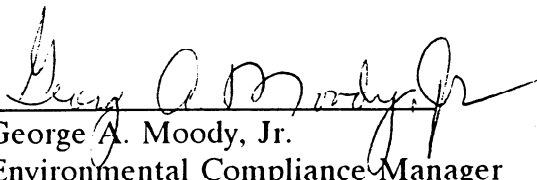


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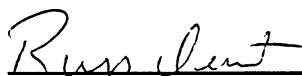
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